

UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE
Office of Business Liaison

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WORK ELIGIBILITY FOR DEPENDENTS IN G-4 STATUS

BACKGROUND

Based upon an offer of employment endorsed by the State Department's Office of Protocol, the United States (US) Immigration and Naturalization Service (INS) will issue **employment authorization documents (EAD's)** to dependents of G-4 principal aliens assigned for more than six months to official duty with approved international organizations. The purpose of this procedure is to harmonize the opportunities for employment of foreign dependents of international employees working in the US with the employment opportunities available to dependents of American employees of the same international organization in a given alien's home country.

EMPLOYEE PROCEDURE

The G-4 dependent must submit a completed INS Form I-566, including a letter from the prospective employer offering employment, through the international employer of the G-4 principal, to the Department of State Office of Protocol (or the US Mission to the United Nations in the case of United Nations employees). The Form I-566 endorsed by the Office of Protocol is submitted in turn to the INS with a Form I-765, which results in an employment authorization document for the individual. **Note:** The employer's offer must specify the prospective employee's name, position description, duties, and salary, and affirm that the G-4 dependent is qualified for the position offered.

EMPLOYER PROCEDURE

Pursuant to a letter offering employment to the G-4 dependent enclosed with a Form I-566, the State Department Office of Protocol will endorse the individual's I-566. On the basis of this documentation and other restrictions that may apply and vary from person to person, the employer may consider a G-4 individual **eligible** to work. However, the individual may not commence services until the I-566 has been endorsed by the Office of Protocol, submitted with a Form I-765 to INS, and **approved** by INS. An EAD issued by INS to the individual becomes the actual work authorization document. It does not restrict employment to the original employer.

STATE DEPARTMENT PROCEDURE

If the information provided is satisfactory, the Office of Protocol will endorse the Form I-566 and return it to the prospective employee.

INS PROCEDURE

The prospective employee in G-4 status submits the endorsed Form I-566 and other required documentation to the INS. INS issues an EAD to the individual that authorizes employment.

DURATION OF WORK AUTHORIZATION

If INS approves the application, work authorization will be granted for one year or as determined by the agency.

EMPLOYMENT ELIGIBILITY VERIFICATION OF G-4 DEPENDENT EMPLOYEES

A successful G-4 applicant will receive an employment authorization document (EAD) from the INS. Until the transition from the I-688B EAD to the I-766 is complete, either of those cards may be issued and will remain valid until the expiration date. For the purposes of Section 1 of the Form I-9, G-4 dependent employees will indicate that they are "aliens authorized to work until [insert EAD expiration date]." G-4 dependent employees will not be issued unrestricted Social Security cards. They may submit the EAD for I-9 Section 2 purposes. The EAD (either Form I-688B or I-766) establishes both identity and work eligibility. **Note:** The employee's work eligibility must be reverified no later than the expiration date of the EAD. Applications for extension should be submitted 90 days in advance of expiration in order to maintain uninterrupted work eligibility.